


Plant Engineering

Lawrence Livermore National Laboratory

Approved by:


Department Head,
Plant Engineering Department

Management Policy Memorandum

Policy Number: PE-28

29 Aug 97
Date Approved

Signatures

(on drawings and specifications)

- A. All engineering design packages require the signature of those individuals who prepared, supervised, or approved the document. Documents include architectural/engineering drawings and engineering specifications.

B. Signatures on Drawings

The following requirements apply to drawings produced in-house and by outside A/E firms, as applicable. Note that in-house and A/E signature requirements differ in the signoff for design (see B.4.a.3, below).

1. "Signoff" is the procedure by which drawings (and sketches) are released for construction. "Released for construction" drawings are defined as:
 - a. For Purchase order (PO) construction: The drawing set that is used to bid the project.
 - b. For labor only (LO)/crafts work: The drawing set that the project manager has determined represents completed design. Since the line between design and construction may often blur in LO work, "completed design" may sometimes be a more-or-less arbitrary point.
 - c. Only sketches for design requiring engineering or architectural design and/or calculations need be signed off in accordance with this policy. If in doubt the Building Official will determine the necessity for a registered engineer/architects signature.
2. Signatures signify that the design meets applicable DOE orders, codes, standards, follows good engineering practice, and meets the job-specific design criteria.
3. Signatures need appear only on the first sheet of the drawing package. For large, multi-disciplinary projects the signatures would appear on the title sheet. For single discipline projects, the signatures would appear on the first sheet of the package.

4. The following are the required signatures for PE drawings. Each signoff will consist of a handwritten (not typed) signature:

- a. All PO construction bid sets and all Labor Only work requiring design drawings or sketches shall be signed off by the following:

- 1) Client

The client's signature signifies that the client has reviewed and approved the drawing from the program's perspective.

- 2) Project Manager

The PM's signature signifies that the drawing has been reviewed and approved, as necessary, by project management, space and site planning, maintenance and operations, hazards control, and security. The PM should document this approval process as necessary.

- 3) Design

The design signature signifies that the drawing has been produced in accordance with D&C division procedures and has been checked. It also signifies that the drawing has been reviewed and approved by the design manager, the construction manager, and the estimator. *For drawings produced by outside A/Es, this signature only signifies that the drawing has been reviewed and approved by the LLNL PE design manager, the construction manager, and the estimator.*

- b. PO construction (post-bid revisions):

Post-bid revisions to PO construction drawings shall be initialed in the revision block by the D&C division. The D&C division signature signifies that the drawing has been produced in accordance with D&C division procedures and has been checked. It also signifies that the drawing has been reviewed and approved by the design manager and the construction manager. *For drawings produced by outside A/Es, this signature only signifies that the drawing has been reviewed and approved by the LLNL PE design manager and the construction manager.*

5. In addition to the signatures shown in paragraph B.4.a, above, the title block of each drawing shall display the names of the drafter, designer, and checker that produced the drawing. The names of these individuals shall be displayed in the title block but need not have signatures.
6. Engineering Stamp

The stamp of the registered engineer for each discipline shall appear on each applicable drawing. Note that the engineering stamp shall appear on each sheet in the package, not just the first or title sheet.

C. Signature Requirements for Other Documents

1. Engineering specifications shall be signed by the registered engineers for each discipline responsible for the design. The registered engineer for each applicable discipline shall sign and stamp the specifications in the space provided at the end of the General Requirements, section 01010.
2. Design-build specifications shall be signed in the same manner as drawings and sketches. See paragraph B.4.a, above